

Fred Meyer — Performance Appraisal Form

salaried employees

Employee Name MYRNA JOHNSON SS# 147 .17 .0662 Loc/Dept CONSB/ALE
Position ALE RELIEF ASSISTANT No. Months/Years in Present Position 3 Yr / 8 mo
Date of This Appraisal MAY 18, 2000 Supervisor's Name M. LANEY
Directions (to be completed by the supervisor): Review previous notes and complete appropriate sections.
This is a (check one) ☒ Scheduled Review ☐ Other

Briefly describe the primary duties and responsibilities of this position.

ASSIST THE MANAGER OF THE DEPT. TO MAXIMIZE FINANCIAL OPPORTUNITIES AND TO RESUME THE MANAGER'S RESPONSIBILITIES IN THEIR ABSENCE.

How did the employee perform in achieving the budget and/or operating goals that were expected?

MYRNA SUPPORTED THE TEAM EFFORTS ON THE DAY TO DAY WORKING END OF THE GOALS AND EXPECTATIONS, HER CONSISTANT PERFORMANCE WAS KEY IN ACHIEVING THESE GOALS.

Overall, how well did the employee perform on the objectives that were outlined and agreed upon as a result of the previous performance appraisal?

MYRNA EXPANDED AND INCREASED HER UNDERSTANDING OF HIRING AND TRAINING SKILLS FOR NEW EMPLOYEES.

Overall, how well did the employee fulfill responsibilities for the development of people (defined by either the position description or objectives set)? Give examples.

MYRNA HAS AN EXCEPTIONAL TALENT IN DEVELOPING A TEAM EFFORT AND WORK LEVEL AMONGST THE EMPLOYEES SHE DIRECTS.

What progress has been made toward the employee's continuing self-development? What plans were carried out and which ones were not? Explain.

MYRNA ATTENDED ADDITIONAL TRAINING CLASSES AS AVAILABLE.

Listed below are basic employee competencies. Consider the employee's performance in each of these areas, and note strengths and opportunities for improvement. Cite as many examples as possible.

1. Customer Service (external & internal)

- a) Follows the PACE expectations: a) Greet the Customer: smiles, acknowledges, and makes eye contact (SAM); b) Offers assistance; c) Offers to escort the Customer to the product; d) Stays with or helps the Customer until (s)he is satisfied; e) Thanks the Customer
- b) Exhibits Q-behaviors: a) initiates hospitality; b) follows through completely; c) responds with noticeable urgency; d) turns a negative into a positive; e) goes out of his or her way for a Customer; f) is courteous

TRAD OTHERS IN THIS
EXCELLENCE.

☐ Outstanding ☒ Very Good ☐ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

2. Commitment to Employees

- a) Treats all employees the way we want our Customers treated
- b) Accepts feedback positively
- c) Offers feedback positively; keeps criticism constructive
- d) Helps others willingly when a cooperative effort is required
- e) Recognizes and gives Q-cards to others for quality service
- f) Avoids and discourages gossiping and negative comments

AVOID NEGATIVE REACTIONS
OR COMMENTS

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

3. Commitment to Excellence

- a) Behaves in alignment with corporate policies
- b) Addresses problems by seeking positive solutions
- c) Is open to change and views change as positive
- d) Actively seeks out information needed to do the job
- e) Takes responsibility for quality of his or her work
- f) Exhibits a high degree of personal integrity, honesty and fairness at all times.

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

4. Planning

- a) Looks ahead; b) Sets standards of performance for self and direct reports
- c) Makes and follows plans throughout long-range programs and day-to-day activities/operations

BECOME MORE INVOLVED
IN DEPT. PLANNING

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

5. Organizing

- a) Develops work systematically and effectively to take best advantages of skills available
- b) Establishes clear lines of responsibility and authority for self and direct reports
- c) Delegates authority to act and make decisions appropriately

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

6. Controlling

- a) Has up-to-date knowledge of all activities under his or her supervision
- b) Initiates and maintains the systems and procedures required to control departmental activities so as to achieve desired results

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

7. Communication

- a) Sets example by expressing self concisely and effectively up and down the organization
- b) Is open-minded and listens willingly
- c) Is prompt in replying to requests/inquiries

IMPROVE YOUR RELATIONS W/ CO-WORKERS
BY BEING A BETTER COMMUNICATOR

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☒ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

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8. Leadership

- a) Demonstrates leadership and ability to understand individual differences in getting work done through people
- b) Obtains cooperation and total effort from co-workers

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

9. Accomplishments

- a) Completes useful work in comparison to others in similar positions
- b) Demonstrates the ability to handle more than one major assignment at a time
- c) Produces work, including that of direct reports, that reflects conviction for quality and accuracy

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

10. Creativity and Imagination

- a) Demonstrates creativity and resourcefulness
- b) Grasps new situations and demonstrates flexibility to adapt to them
- c) Sees the consequence of new methods

CONTINUE TO BUILD THIS SKILL

☐ Outstanding ☒ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

11. Technical Competence

- a) Demonstrates the technical skills and knowledge necessary to meet responsibilities
- b) Takes steps to maintain and improve professional and technical competence

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

12. Analytical Ability

- a) Analyzes the available facts
- b) Makes sound decisions based on the available information and anticipates the effect of those decisions on others and the organization
- c) Shows practical judgement in his or her decisions

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

13. Teamwork

- a) Participates actively at team meetings
- b) Demonstrates support for the team vision
- c) Demonstrates inter-department teamwork
- d) Exhibits behavior that supports the shared values and qualities of the team

BETTER INPUT AND PARTICIPATION IN EMPLOYEE MEETINGS.

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☒ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

14. Employee/Management Development

- a) Demonstrates interest in the progress of direct reports
- b) Effectively selects, trains, and develops employees at management and non-management levels

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

15. Hiring and Promotion Practices

- a) Demonstrates commitment toward increasing diverse applicant pool to reflect community served and for management development purposes
- b) Hires and promotes diverse employees in conformance with equal opportunity policy and accepts responsibility for upward mobility in area of responsibility for women and minorities

☐ Outstanding ☐ Very Good ☒ Meets Expectations ☐ Needs Improvement ☐ New & Learning ☐ Unsatisfactory

16. Overall Performance☐ Above ExpectationsPerformance has exceeded expectations.
Results are clearly above standard.☒ Meets ExpectationsPerformance is at standard.
Results are as expected.☐ Below ExpectationsPerformance requires
improvement. Results are
below standard.

What are the key objectives that the employee and the appraiser agree should be accomplished in the next year and will serve as the basis for future performance appraisal discussions?

Note: If a more detailed form is required, a key objectives addendum form is available (M-2822 C 5/96).

SEE FORM

What training, if any, do you recommend for the employee to aid in current performance? Be specific. What training, if any, do you recommend to prepare the employee for promotion? Be specific in defining the position and training objectives.

Note: If a more detailed form is required, a training plan addendum form is available (M-2322 D 5/96).

SEE FORM

Appraiser's Signature

Date

Appraiser's Supervisor's Signature

Date

Employee being appraised completes the items below this line

• What are your career goals and aspirations?

I want to stay focused in this job. Be promoted
someday and gain more respect from co-workers.

• Comments, if any, on this appraisal.

Thank you for all your patience.
I achieve more goals & responsibility.

Employee's Signature

Date

(Note: Signature does not indicate agreement, merely that the content has been reviewed with you.)

MR Exhibit 12

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